

Department of Developmental Mathematics **Strategic Plan**

INTRODUCTION

The Department of Developmental Mathematics developed this strategic plan in 2003 to focus the energies and growth of the department in directions that will be in harmony with the five year academic master plan developed in October, 2002 for Utah Valley State College. It concentrates on those aspects of the academic master plan which are most related to the department of Developmental Mathematics and faculty at large. It is the goal of the department to support the college through improving instruction, improving retention, and improving students' success.

STRATEGIC PRIORITY I

Attract, Retain and Promote Excellent Students, Faculty and Staff

Strategic Goal 1: Attract Students Who Will Gain From and Contribute to UVSC

Objective:

- I.1.1 We will continue to accept under prepared students limited only by budgetary and physical facility constraints.

Action Plan

Actively oppose any efforts to limit access to the college through restrictive entrance scores or surcharges on developmental education.

Timeline

- a. *Instill the need for politically active faculty members within the department by end of spring, 2004*
- b. *Engage one or two faculty members in scholarly research on institutions that have restricted entrance by fall, 2004.*

Objective:

- I.1.2 We will continue to improve student placement.

Action Plan

Review ACT and COMPASS cut off scores to maximize student success.

Timeline

- a. *Review and adjust cut off scores for MAT 0980 and MAT 1000 in spring, 2004*
- b. *Review and adjust, if necessary, cut off scores for MAT 0990 and MAT 1010 in fall, 2004*

Strategic Goal 2: Attract, Retain and Promote Excellent Faculty

Objective:

- I.2.1 We will continue to seek new contract positions, and fill those positions with faculty members with proven teaching skills. We will conduct timely national searches and offer competitive salaries for new faculty. We will advertise at professional meetings and in national journals.

Action Plan

- a. *Emphasize our reliance on adjunct instructors to the administration in an effort to secure more tenure-track contracts*
- b. *Improve the department's hiring process*

Timeline

- a. *Report adjunct teaching ratios to the dean by October each year*
- b. *Get approval to advertise positions by February each year, even if funding is pending*
- c. *Do initial screening by the end of March each year*
- d. *Complete hiring by the end of April each year*

Objective:

- I.2.2 We will support continued efforts at increasing salaries of current faculty.

Action Plan

The department chair will continue to look for funds to support the dean's salary parity initiative.

Timeline

Ongoing

Strategic Goal 3: Attract, Retain, and Promote Excellent Staff

Objective:

- I.3.1 Gain funding for and attract a dedicated math faculty support person.

Timeline

- a. *Write a proposal for the new staff position to forward to dean in fall, 2003*
- b. *Dean to forward proposal to administration in January, 2004.*
- c. *Have support person in place by fall, 2004.*
- d. *Evaluate need for additional support through 2004- 2005 academic year.*

STRATEGIC PRIORITY II
Create a Vibrant Teaching and Learning Environment

Strategic Goal 1: Continue to Improve the Quality of the Department

Objective:

II.1.1 Ensure careful, planned hiring based upon the needs of the department.

Action Plan

Improve the department's hiring process

Timeline

- a. Decide on any special needs by October each academic year*
- b. Get approval to advertise positions by February each year, even if funding is pending*
- c. Advertise and do initial screening by March each year*
- d. Have hiring done by mid April each year*

Objective:

II.1.2 We will request adequate resources for our department

Action Plan

Seek educational grants to acquire more/better educational equipment and supplies.

Timeline

- a. Identify specific needs within the department, fall 2003*
- b. Develop a departmental committee charged with finding appropriate grants in spring, 2004*
- c. Train committee members in grant writing in spring or fall, 2004.*
- d. Begin the grant application process for 2005-2006 academic year*

Objective:

II.1.3 We will improve our institutional effectiveness program.

Action Plan

Complete the rewriting of our outcomes assessment program.

Timeline

- a. Identify additional help required by our outcomes assessment coordinator, fall 2003*
- b. Finish identifying new goals and measurement devices, spring 2004*
- c. Rewrite the outcomes assessment documents, spring 2004.*
- d. Implement new procedures for the 2004 – 2005 academic year*

Strategic Goal 2: We Encourage Excellence in Scholarship, Teaching, and Service

Objectives:

II.2.1 Support the School of General Academics as expected levels of scholarship are defined.

II.2.2 Support the development of release time for scholarly activities above those levels.

Action Plan

We will encourage faculty to apply for release time to undertake scholarly activity through the Scholarly Activities Committee.

Timeline

Ongoing

Objective:

II.2.3: We will encourage faculty to remain current in mathematics/developmental education.

Action Plan

- a. Improve the tenure/tenure review process within the department*
- b. Encourage faculty to attend and present at conferences*
- c. Encourage faculty to subscribe to mathematics and education related journals and associations*

Timeline

- a. Aid the School of General Academics in preparing a tenure document by spring 2004.*
- b. Hold tenure/tenure review interviews emphasizing the need to stay current with each faculty member, spring of each year.*

Objective:

II.2.4 We will develop a culture that encourages independent learning, writing, and research where appropriate.

Action Plan

- . We will encourage faculty to apply for release time to undertake scholarly activity through the Scholarly Activities Committee*
- . Provide merit incentive for scholarly activity*

Timeline

Ongoing

STRATEGIC PRIORITY III
Create a Supportive Student Campus Environment

Strategic Goal 1: Encourage and Promote Student Success

Objective:

III.1.1 Increase the number of academic advisors/career counselors in the school and department.

Action Plan

Already underway through the Joint initiative started in 2002

Timeline

Awaiting funding

Objective:

III.1.2 Encourage utilization of tutoring/supplemental instruction.

Action Plan

- a. Have a math lab tutor visit each math classroom at the start of each semester to promote the use of the math lab*
- b. Advertise the math lab around campus using flyers*
- c. Have faculty advise individual students to use the math lab facilities*
- d. Have faculty include information on the math lab and tutoring services in their syllabi*

Timeline

Ongoing

Strategic Priority IV
Crte a Collaborative and Effective Work Environment

Strategic Goal 1: Foster Higher Levels of Service and Communications

Objective:

IV.1.1 We will generally improve the service ethic and performance among faculty and staff through orientation, training, and evaluation.

Action Plan

- a. Hold new curriculum orientation for all faculty*
- b. Hold regular faculty meetings and use email when appropriate*
- c. Hold training meetings for computer software used in on-line and distance education classes*

Timeline

- a. Ongoing
- b. PHIM2 training in May and August 2003

Objective:

IV.1.2 We will improve internal communication among individual campus components through all available means.

Action Plan

Respond to email and voicemail within 48 hours

Timeline

Ongoing

Objective:

IV.1.3 We will develop new and better ways within our department to increase and improve external communications, thus enhancing the image of the college.

Action Plan:

Provide details of faculty accomplishments to Bonnie so she can forward them to the appropriate sources

Timeline

Ongoing

**Strategic Priority V
Develop a Quality Infrastructure**

Strategic Goal 1: Improve Utilization of and Expansion of Funding Sources

Objective:

V.1.1 We will evaluate and improve the utilization of existing resources.

Action Plan

Evaluate course fees for all math classes

Timeline

Ongoing

Strategic Goal 3: Use Technology to Improve Learning and Administrative Processes

Objective:

- V.3.1 We will use technology to enhance teaching and learning where appropriate.

Action Plan

- a. Evaluate software available for use in math classes*
- b. Train faculty in SIS*
- c. Train faculty in WebCT*
- d. Train faculty in PHIM2*
- e. Train faculty in Groupwise*

Timeline

Ongoing

Objective:

- V.3.2 We will establish a proactive infrastructure to acquire and replace equipment, including computers, needed to provide high quality instruction.

Action Plan

- a. Evaluate student and faculty need*
- b. Encourage faculty to write grant proposals to attain new equipment through Instructional Development Funds*

Timeline

Ongoing

Many of the other strategic goals outlined in other sections have also been designed with an eye towards encouraging student success.

This document should be viewed as a roadmap of plans for taking the department of Developmental Mathematics into the future. It should be viewed as dynamic in nature. Many of the timelines outlined may have to be adjusted to account for intermediate steps outside the control of the department